

E-7

26/06/2023

DDEE

No.EDN-H(4)(Ele.)1/2023-Award  
Directorate of Elementary Education  
Himachal Pradesh.

Dated: Shimla-171001,

शिक्षा निदेशालय (ए.ए.)  
June, 2023  
26 JUN 2023  
शिमला-1

All the Deputy Director of Elementary/ Higher Education  
Himachal Pradesh

Sub:-

Guidelines for selection of Teachers for National Awards to Teachers  
from 2023 Introduction.

Please find enclosed herewith a photocopy of letter No 1-23/2023-NAT  
dated 23.6.2023 alongwith its enclosures received from Prachi Pandey , Joint Secretary (Inst. & Trng) Govt. of India Ministry of Education Department of School Education & Literacy Shastri Bhawan New Delhi on the subject cited above.

In this connection, you are requested to go through the contents of the  
guidelines and circulate the same to all the educational institution for taking further  
necessary actions in the matter under intimation to the quarter concerned as well as to this  
Directorate.

Yours faithfully

Asstt. Director  
Directorate of Elementary Education  
Himachal Pradesh.

Endst No even Dated Shimla-1  
Copy forwarded to necessary actions to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh

Dy. Director of  
Elementary Education  
27 JUN 2023  
Dispatch No. 1813  
Kangra at Dharamshala

Asstt. Director  
Directorate of Elementary Education  
Himachal Pradesh

Endst No. EDN-K4R-(E-7) - National Award / 2023  
Copy forwarded to all BPOs/BEOs with the direction to go  
through the contents of the guidelines for taking  
further necessary action in the matter.

Dy. Director of Elementary Edu.  
Kangra at Dharamshala  
(H.P.) -176215

498  
27/06/23  
TO

27/06/23

**F. No. 1-23/2023-NAT**  
**Government of India**  
**Ministry of Education**  
**Department of School Education & Literacy**  
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**Revised Guidelines for Selection of Teachers for National Awards to Teachers from 2023**

**Introduction**

The purpose of National Awards to Teachers is to celebrate the unique contribution of some of the finest teachers in the country and to honor those teachers who through their commitment and industry have not only improved the quality of school education but also enriched the lives of their students.

**2. Conditions of Eligibility of Teachers for consideration for the Awards:**

School teachers and Heads of Schools working in recognized primary/middle/high/higher secondary schools under the following categories:

- a) Schools run by State Govt./UTs Administration, schools run by local bodies, schools aided by State Govt. and UT Administration and Private schools affiliated to State/UTs Board.
- b) Central Govt. Schools i.e. Kendriya Vidyalayas (KVs), Jawahar Navodaya Vidyalayas (JNVs), Sainik Schools run by Ministry of Defence (MoD), Schools run by Atomic Energy Education Society (AEES) and Eklavya Model Residential Schools (EMRS) run by Ministry of Tribal Affairs.
- c) Schools affiliated to Central Board of Secondary Education (CBSE) (other than those at (a) and (b) above)
- d) Schools affiliated to Council for Indian Schools Certificate Examination (CISCE) (Other than those at (a), (b) and (c) above)
  - i) Normally retired teachers are not eligible for the award but those teachers who have served a part of the calendar year (at least for four months i.e. up to 30th April in the year to which National Awards relate) may be considered if they fulfill all other conditions.
  - ii) Educational Administrators, Inspectors of Education, and the staff of training Institutes are not eligible for these awards.
  - iii) Teacher/Headmaster should not have indulged in tuitions.
  - iv) Only regular Teachers and Heads of Schools with minimum ten years of services are eligible.
  - v) Contractual Teachers and Shiksha Mitras are not eligible.

**3. Considerations to guide the selection of teachers upto State/UTs/Organization levels:**

Teachers will be evaluated based on the evaluation matrix given at **Annexure-I**. Evaluation matrix contains two types of criteria for evaluation:

- a) **Objective criteria:** Under this the teachers will be awarded marks against each of the objective criteria. These criteria are given a weightage of 10 out of 100.
- b) **Criteria based on performance:** Under this, teachers will be awarded marks on criteria

based on performance e.g. initiatives to improve learning outcomes, innovative experiments undertaken, organization of extra and co-curricular activities, use of Teaching Learning Material, social mobility, ensuring experiential learning, unique ways to ensure physical education to students etc. These criteria are given a weightage of 90 out of 100.

#### 4. Procedure for application and selection:

- a) All the applications would be received through an online web portal.
- b) Ministry of Education would ensure coordination with States/UTs regarding timely submission / entry into the portal and resolution of technical and operational issues during data entry into portal through the portal development agency.
- c) Ministry of Education will bear the entire expenditure for development and maintenance of the portal.
- d) In case of State/UTs, teachers and heads of schools themselves shall apply directly by filling the application form online through the web portal before the prescribed cut-off date.
- e) Every applicant shall submit a portfolio, online along with the Entry Form. The portfolio shall include relevant supporting material such as documents, tools, reports of activities, field visits, photographs, audios or videos etc.
- f) Undertaking by the applicant: Each applicant shall give an undertaking that all the information/data submitted is true to the best of his/her knowledge and if anything is found at any later date to be untrue then he/she will be liable to disciplinary action.

#### 5. District Selection Committee (DSC)

District Selection Committee may be constituted by State/UT Education Dept

- a) First level scrutiny will be done by **District Selection Committee (DSC)** headed by the District Education Officer. Members of DSC would be as under:
  - i) District Education Officer: **Chairperson**
  - ii) Representative of State/UT Govt.: **Member**
  - iii) One Reputed academician nominated by District Collector: **Member**  
Efforts may be made to the extent possible to change the names of nominated members every year.
- b) The major functions to be performed by DSC are as under:
  - i) Physical verification of the facts/ information provided by the applicant by forming verification teams.
  - ii) Evaluation/ marking of the applicants as per the format at **Annexure-I**.
  - iii) Certificate by DSC: The DSC shall certify that marks have been awarded after due verification of the facts.
  - iv) After the detailed evaluation of the applications, DSC will shortlist maximum **3 names** and forward these to **State Selection Committee** through online portal along with vigilance clearance certificate of each of the 3 applicants.
  - v) In addition to the applications received, the DSC in exceptional circumstances, may suo-moto consider name of maximum one person among the outstanding teachers including special educators and differently abled teachers/heads of schools. The evaluation will be done as per the format at Annexure-I.

- vi) DSC may take into account performance of teachers in various streams of studies viz. science, arts, music, physical education etc.

### **The State Selection Committee (SSC)**

- a) The State Selection Committee (SSC) will be headed by Principal Secretary/Secretary of State Education Department. Members of SSC will be as under:
- i) Principal Secretary/ Secretary of State Education Department: **Chairperson**
  - ii) Nominee of Union Govt.: **Member**
  - iii) Director/Commissioner of Education: **Member Secretary**
  - iv) Director, SCERT or equivalent if there is no SCERT: **Member**

Efforts may be made to the extent possible to change the names of nominated members every year.

- b) The major functions to be performed by SSC are as under:
- i) Re-verification of the facts/ information/marks of the nominations received from all the DSCs.
  - ii) Evaluate all the nominations and prepare shortlist of the best candidates, subject to the maximum number allotted to the States/UTs as per **Annexure-III** and forward the same to Independent Jury at National level through online portal.

### **7. Regional Selection Committee (RSC) (For Organizations and Autonomous Bodies)**

- a. RSCs may be constituted by the Organizations
- b. The major functions to be performed by RSC are as under:
- i) Physical verification of the facts/ information provided by the applicant by forming verification teams.
  - ii) Evaluation/ marking of the applicants as per the format at **Annexure-I**.
  - iii) Certificate by RSC: The RSC shall certify that marks have been awarded after due verification of the facts.
  - iv) After the detailed evaluation of the applications, RSC will shortlist maximum **3 names** and forward these to **Organization Selection Committee** through online portal along with vigilance clearance certificate of each of the 3 applicants.
  - v) In addition to the applications received, the RSC in exceptional circumstances, may suo-moto consider name of maximum one person among the outstanding teachers including special educators and differently abled teachers/heads of schools. The evaluation will be done as per the format at Annexure-I.
  - vi) RSC may take into account performance of teachers in various streams of studies viz. science, arts, music, physical education etc.

### **8. Organization Selection Committee (OSC) (For Organizations and Autonomous Bodies)**

The composition of OSC is as under:

- i) Chairperson/ Director/ Commissioner/ Head of the Organization: **Chairperson**
- ii) One officer from the Organization nominated by the Chairperson
- iii) Nominee of Union Govt.: **Member**
- iv) One reputed academicians deputed by the Chairperson: **Member**

b) The major functions to be performed by OSC are as under:

- i) Re-verification of the facts/ information/marks of the nominations received from all the RSCs.
- ii) Evaluate all the nominations and prepare shortlist of the best candidates, subject to the maximum number allotted to the Organizations as per **Annexure-III** and forward the same to Independent Jury at National level through online portal.

Efforts may be made to the extent possible to change the names of nominated members every year.

### 9. Independent Jury at National level

A. There will be a Five Member Jury. All five members should have extensive experience in aspects related to school education. At least two members may be drawn from government, working or retired, but at or above the level of Joint Secretary. The Independent Jury at National Level will be headed and chaired by any of the experienced members of the Jury, as may be selected by the Union Education Minister.

B. Process for selection –

- i) The Independent Jury would review the list of candidates as forwarded by all the SSCs and OSCs and carry out **fresh assessment**, using the criteria and weightages given in the Evaluation Matrix for National Award to Teachers (Annexure I & Annexure II)
- ii) Each applicant is required to:
  - a) Submit an application letter (maximum 1500 words either in English/Hindi) addressed to the jury with a narrative that shows how they have fulfilled the criteria for the award. Further, this application letter should also include the names of a few (maximum five) students with whom the teacher's interaction has resulted in a positive outcome like retention in school despite adverse circumstances OR a student who is pursuing higher studies OR a student who has been recognised / awarded in the field / subject that the teacher is giving instruction in OR whose aspirations for higher achievements have been moulded by the candidate, etc
  - b) Make a 10 minute presentation before the Jury, elucidating his/herspecial qualifications, actions, achievements, abilities, etc
- iii) The Independent Jury would identify the best candidates through their qualitative assessment, on the basis of the application letter and the presentation, against each category using the indicative criteria given in Annexure II.
- iv) The jury may determine the category under which the teacher is recommended for the



**PRACHI PANDEY**  
**Joint Secretary (Inst. & Trng.)**  
**Tel:- 011-23389247**



**No. F. 1-23/2023-NAT**

**Dated: 23<sup>rd</sup> June, 2023**

Dear *Madam/Sir,*

You may be aware that the purpose of National Awards to Teachers is to celebrate the unique contribution of some of the finest teachers in the country and to honor those teachers who through their commitment and industry have not only improved the quality of school education but also enriched the lives of their students and thereby strengthened the Nation.

2. I would like to inform that the scheme for National Awards to Teachers has been revised this year. The condition of eligibility of teachers for consideration of awards as 10 years regular service, inclusion of teachers of Private Schools affiliated to State Boards, and revised evaluation matrix in Annexure I & II are some of the changes made this year. A copy of the revised guidelines is attached.

3. I am glad to inform that the web portal for online self-nomination by teachers, <http://nationalawardstoteachers.education.gov.in> is open from 23.06.2023 and last date for the same is 15.07.2023. Further, you are requested to constitute District/Regional level Selection Committees as laid down in the Guidelines well in advance so that next levels of online selection process may be carried out smoothly and on time.

4. You are requested to initiate appropriate action and give wide publicity amongst the teachers to ensure maximum participation. Please also place the attached banner on your official website.

With regards,

- Encl: 1. Latest NAT Guidelines  
2. Timelines for 2023  
3. Banner

Yours sincerely,

*Prachi Pandey*  
23-6/XXIII  
(PRACHI PANDEY)

To,

Principal Secretaries/Secretaries (Education) of all States/UTs/Heads of Organization